

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SENIOR REAL ESTATE ANALYST

JOB REQUISITION: 2277

LOCATION: Burbank

DEPARTMENT STATEMENT

The Senior Real Estate Analysts will perform advanced real property analyses, appraisal, purchase, sale, lease, and asset management of judicial branch facilities. Specifically, they will conduct surveys for the acquisition of real property, and deal with the most complex and sensitive projects relating to the acquisition, appraisal, and negotiations for purchase, rental, lease, or sale of real property.

RESPONSIBILITIES

- Conducts negotiations with counties regarding transfer of responsibility and/or title of county owned court facilities;
- Coordinates and reviews due diligence activities, including collection and review of site specific documents, environmental reports, title, surveys, assessments, tax, and other public records;
- Coordinates the preparation of agreements, maps, leases, permits, reconveyances, deeds and other documents involving property rights;
- Provides lead direction to others conducting surveys to locate, evaluate, and select court sites and to acquire real property;
- Leads complex negotiations for property lease, acquisition, or sale;
- Arranges for the sale or demolition of improvements to be removed from judicial branch property;
- Oversees the activities of real estate brokers and agents in the collection of market data and timely negotiation of transactions;
- Writes and/or coordinates preparation of complex reports describing findings in connection with proposed purchases, sales, and leases of real property;
- Develops cost-benefit and comparative analyses of financial and non-quantitative criteria in the assessment of alternative properties and transactions;
- Leads complex negotiations with property owners/representatives for the purchase or lease of real property;
- Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems;
- Coordinates appraisal of real property and analyzes and interprets appraisals for use in negotiated acquisitions, sales, or leases;
- Prepares recommendations and special reports for the Judicial Council, governmental agencies, and court staff;
- Work occasional evening and weekend hours; and travel statewide frequently as necessary, and travel out-of-state on a very limited basis.

QUALIFICATIONS

Equivalent to possession of a Bachelor's degree from an accredited college with coursework in real estate, law, business, economics, or marketing is required. Five years of experience in a right-of-way land department of a public agency, or the private sector, which includes due diligence activities,

appraising, title review, leasing, acquisition, disposition, or managing real property, including one year of lead experience;

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Facilities (Ops & Maint.)" and search for Job Req-2277, Senior Real Estate Analyst.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE: \$6,254 - \$7,600 per month
(Starting salary may vary between \$6,254 and \$6,879 per month)

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.